



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

## Mini- Micro Hydel Division

Administrative Building, 2<sup>nd</sup> Floor, Dowhill Road,

P.O.-Kurseong, Dist: Darjeeling, Pin- 734203.

Email id: deemmhd\_wbsedcl@yahoo.in, deemmhd@gmail.com  
Ph: (0354)2344456 FAX: 0354-2344466, Mobile : +91-8900794055

Memo No: DE (E)/MMHD/LRHP-IB/21-22/

Date:- /11/2021

To

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### TENDER NOTICE NO.:- DE(E)/MMHD/HR/21-22/04 Date:-01/11/2021

The Divisional Engineer (Elect), Mini Micro Hydel Division, WBSEDCL, for and on behalf of WBSEDCL invites sealed tenders from the reputed, experienced and financially sound Indian firms for the work of “**Day-to-day Maintenance and Catering Services of LRHP Inspection Bungalow**” Bijanbari, Dist. Darjeeling under MMHD, WBSEDCL”.

Sl. No.	Name of the work	Estimated Amount	Earnest Money (Rs.)	Period of Contract
1.	<b>Day-to-day Maintenance and Catering Services of LRHP Inspection Bungalow</b> ” Bijanbari, Dist. Darjeeling under MMHD, WBSEDCL	<b>₹ 12,05,520/-</b> (Rupees Twelve Lakh Five Thousand Five Hundred and Twenty) only.	<b>₹ 24,110.00</b> (Rupees Twenty Four Thousand One Hundred and Ten ) only	2 (Two) Year

- All categories of intending Bidders who have satisfactorily completed at least one work of similar nature under the authority of Bonafied, experienced & Resourceful contractors of State/Central Govt., State/Central Govt. undertaking, Statutory Bodies constituted under the statute of Central/State Govt. Intending bidders may visit the site giving prior intimation to the office before submission of tender.
- Tender documents containing schedule of work may be had from the office of the undersigned on payment of ₹ 1,475/- (Rupees One Hundred Four Hundred and Seventy Five) only inclusive of GST @18%. (non-refundable)] on any working days from 10:30 a.m to 3:00 p.m. except Saturday from 10:30 a.m. to 2:00 p.m.
- Tender documents under sealed cover will be received by the undersigned up to 2:00 p.m. on 29/11/2021 and shall be opened on same day 3:00 p.m. & Next day (Next working day in case of BANDH, etc.) at 3:00 p.m. in presence of the attending tenderers or their authorized representative.
- The name of work and reference no. of the tender should be superscribed on the envelope containing the tender.
- The Earnest money shall be submitted in the form of **crossed demand draft/bankers cheque in favour of ‘West Bengal State Electricity Distribution Company Limited’** on any scheduled Nationalized bank in India and payable at Kurseong/ Siliguri/Darjeeling (A/C No. 30152199473) failing which the bid shall be

considered as non responsive and hence liable for rejection. The Earnest money thus deposited will be converted as the initial security deposit for the successful bidder.

6. Tender documents will not be issued by Post. The tender documents will be issued to only those contractors who have GST registration Certificate, PAN No, Trade Licence.
7. The WBSEDCL does not bind itself to accept the lowest offer and reserves the right to reject any or all tenders without assigning any reason whatsoever..
8. **Validity of Bid:** The Bid shall remain valid for a period of 180 (One Hundred & Eighty) days from the date of opening of bid.
9. Issuance of bid documents will not be construed to mean that such bidders are automatically considered qualified. WBSEDCL reserves the right to reject any bid or part thereof or all bids received at its discretion without assigning any reason whatsoever.

10. **The schedule of notice, sale, submission and opening of tender:-**

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| i) <b>Notice inviting Tender [NIT]</b>   | DE(E)/MMHD/HR/21-22/04      Dated :- 01/11/2021  |
| ii) <b>Place, date &amp; time for Sale of Tender Document</b>                              | O/o The Divisional Engineer (Elect.)<br>Mini Micro Hydel Division,<br>Administrative Building, WBSEDCL<br>Dowhill Road, Kurseong, Pin-734203<br>Dist.- Darjeeling, West Bengal.<br>01/11/2021 to 25/11/2021<br>[10:30 a.m. to 2:00 p.m.] |
| iii) <b>Last date and time for submission of bid</b>                                       | 29/11/2021 up to 02:00 p.m.  |
| iv) <b>Place, date &amp; time for opening of bid in presence of Bidders representative</b> | O/o The Divisional Engineer (Elect.)<br>Mini Micro Hydel Division<br>Administrative Building, WBSEDCL<br>Dowhill Road, Kurseong, Pin-734203<br>Dist.- Darjeeling, West Bengal.<br>[29/11/2021 at 03:00 p.m.]                             |

Encls: - 1. Scope of Work  
2. Terms & Conditions  
3. Schedule of Charges of Food stuff (Annexure-A).

**Sd/-**  
(Simit Subba)  
Divisional Engineer (E)  
MMHD, WBSEDCL

### **Scope of work**

- a) To look after the Inspection Bungalow 2 nos. Room (3 single bedded) in each accommodation including drivers, & caretakers rooms, furniture, furnishing articles, bed sheets, towels, linens, curtains, crockery on day-to-day basis.
- b) Daily sweeping moping, cleaning and dusting of floors, stairs, rooms, corridor, veranda and walk way etc. and various grill, windows, doors, partitions, soft furnishing articles etc. Including the supply of brooms, mop, brush etc.
- c) Arrangement of prompt 'Attendant' service for the visitors.
- d) Washing, cleaning and ironing of all bed sheets, bed covers and other linens.
- e) Daily rubbing and cleaning of toilets, wash basins with disinfectant with acid, Phenyl etc.
- f) Cleaning the drain including removal all sewage / garbage etc. once in a week.
- g) Guarding of the Inspection Bungalow and maintain the safety & security of the premises.
- h) Cooking and serving the same for officials who will stay at Inspection Bungalow including washing and cleaning of utensils, removal of garbage etc. (Cost of foodingetc will be borne by the visitors as per approved rate and qualities.
- i) To ensure continuous water supply including tit bit repairing of water supply line as and when required.
- j) Maintenance of the Register and collection of charges from the visitors staying at the Inspection Bungalow as per Company's rate to be fixed time to time and deposit the same to cash section of MMHD, Kurseong, WBSEDCL at least once in every Month positively.
- k) Gardening including proper floriculture in all the seasons with different reputed flowers.
- l) Day to day Catering service to the Visitors as per Menu (of approved qualities) indicated in Annexure –A (enclosed).

### **Terms and Conditions:-**

1. The contractor shall have to maintain a stock register of the articles as above at his own arrangement and cost and bear the total cost of any loss or damage of any articles belonging to the WBSEDCL's Inspection Bungalow on demand. If necessary Company reserves the right to adjust demurrages from pending Bill/s of the Contractors/Performance Bond.
2. Replacement of electrical installation / fittings such as Emergency Lamp, Geyser, Water Filter, Electrical Wirings, Light fittings, bulb and fluorescent tube etc. of the I.B. shall be maintained at Company's cost on the basis of survey report. The installations of the Inspection Bungalow will remain under agency's custody and they will remain responsible for security of those items. In case of any damage / defect the same be intimated to the Office for further actions.
3. Cost of cleaning materials like vim, Detergent, Soap, Phenyl, Naphthalene, Odonil etc. Will be borne by the Contractor. The contractor shall supply approved quality of liquid hand soap, toilet/ bath soap, Mosquito repellents etc. at his own cost.
4. The catering service as above shall include cooking, serving of tea & coffee breakfast, lunch, Tiffin, snacks, dinner etc. to the visitors daily. **The rate of food to be collected from Visitors as per schedule in annexure-A for which the required crockery articles shall be supplied by the Company and to be placed under his control for efficient running of Inspection Bungalow. Any**

damage/ loss of articles so provided by the company during tenure of this contract shall have to be made good at the cost of the contractor. Before commencement of the work the agency will check-up the existing articles at Inspection Bungalow and make a record in dead stock register.

5. Those visiting I.B. shall be charged as per rate for food and beverages now in existence and revised from time to time.
6. Fresh supply of all kinds of articles, either additionally or in replacement due to normal wear and tear, shall however be made at Company's cost on survey.
7. The successful Contractor shall have to deposit the charges as collected under Sl. No. 01 (j) above to the Asstt. Manager (F&A), MMHD, with detailed statement and I.B. Registers, duly authorized by officer-in-charge of the Bungalow failing which the monthly bill will not be released.
8. The successful tenderer should provide standard Liveries to Attendant, Cook, serving personnel at his own cost so as to make them presentable and well dressed.
9. If any poor performance of the contractor is observed, the company will have every right to deduct necessary amount and may withdraw the order.
10. (i) Monthly payment of maintenance and catering service will be made by A/c Payee cheque or RTGS after deducting all the taxes & duties as applicable by the Asstt. Manager (F&A), MMHD, against monthly bill duly certified by the Supervising/Nodal officer and the controlling officer of the inspection Bungalow and on deposition of collected charges from the visitors.  
(ii) Monthly bill to be submitted with attendance, acquaintance roll, pay slip along with bank payment statement, EPF payment details with acknowledgement.
11. Initially the rate contract may be placed for 02 (Two) Years with the successful tenderer and which may likely to be continued further, if necessary, subject to considering the performance.
12. For maintaining the service effectively and satisfactorily, initially the following personnel shall have to be deployed by the contractor:-
  1. Skilled Personnel - 1 (one) no.
  2. Semi Skilled Personnel - 1 (one) no.
  3. Unskilled Personnel - 1 (one) no.

**Note:-** No under-age personnel be engaged for rendering the maintenance and catering Service at Inspection Bungalow. The violation of the same shall attract penal action as per relevant act.

13. The visitors will pay the rent, cost of food, etc. as per Company's rate and collection of the same has to be arranged by the Contractor against proper bill.
14. Wages of the workmen shall have to be disbursed as per minimum wages Act (revised from time to time) and necessary wage Register for the purpose shall have to be maintained by the Contractor. Payment of wages to the workmen engaged by the Contractor should be made in the respective bank account of the contract labours (copy of revised monthly wages is enclosed), Annexure – B.
15. The successful contractor shall be liable to make payment of compensation to workmen engaged for this job as per provision of Workmen's Compensation Act, 1923 in the case of any casualties take place while on duty.
16. The contracting agency shall preferably make arrangement for disbursement of wages etc. to its employee through schedule Commercial Bank after due intimation to controlling Officer.

17. The successful tenderer shall have to comply the provisions of Employees Provident Fund and E.S.I. Act. and shall be liable for deduction of Provident Fund/ E.S.I. Contribution of their workmen & deposit the same with the respective Authorities along with required share of Employer's contribution. In case of non-applicability/ availability of E.S.I. the Mediclaim Policy of desired amount is required to be procured by the Contractor.
18. Identity Card of the Contract labour/part-timer:  
The Contractor engaging contract labour/ part-timer must ensure 100% compliance of Issue of Identity Cards to such persons. A copy of Identity Cards of Labourers engaged shall be submitted to this end for record.
19. Payment of bonus to the contract labour:  
The Contractor shall ensure that contract labour engaged in different works are extended with statutory bonus and same should be released in presence of an AM(HR&A)/ authorized representative by way of witnessing and certifying the same.
20. Work Permit:  
The contractor must ensure that no contract labour is engaged without a work permit to be issued by the Asstt. Manager (HR&A), MMHD to those contract labours who are to be engaged in the I.B. The name of the contract labours engaged shall be provided, in the work permit.
21. The company shall provide free Water Supply, Electricity for running I.B. smoothly. Fuel cost for cooking is to be borne by the contractor.
22. The successful Contractors shall have to execute an agreement with the WBSEDCL on a Non-Judicial Stamp paper of ₹ 100/- for the service contract.
23. Bidders have to submit EMD amounting to ₹ 24,110.00 (Rupees Nineteen Twenty Four Thousand One Hundred and Ten) only in favour of WBSEDCL payable at Kurseong in the form of D.D./Banker Cheque along with their Bids. The EMD will be returned to the unsuccessful bidder after finalization of the tender
24. On receiving tenderer's acceptance for the work, the earnest money deposited with the tender will be automatically converted to form a part of security money. An additional sum of security money, if required, shall have to be deposited by the successful tenderer to constitute initial security money of 2 % (two point percent) of contract value. Further additional security money @ 8.00 % (eight point zero zero percent) from each monthly bill shall be deducted so that the total deduction together with 2.00 % (two point zero zero percent) security money already taken shall constitute not less than 10 % (ten percent) of the total value of the contract. The total Security Deposit amount will be returned after 06 (Six) months from the date of the completion of the contract
25. It shall be responsibility of the Contractor to ensure possession of valid Registration No., Trade License, GST Registration No. and Income Tax clearance certificate, PF deposition challan of the workmen and other documents as per law.
26. The successful contractor shall ensure all catering arrangement prepared at the I.B. premises within 24 hours notice.
27. The successful contractor or the workmen engaged at Guest House shall not indulge in any improper activities, which are not directly or indirectly related with contract job.
28. All liability arising out of dispute of workmen or accident or any other incident whatsoever shall rest on the Contractor. The company will not bear any liability in case of occurrence of any such events.

29. The standard rate chart of food stuff is marked in the “Annexure- A”. The food stuff must consist of fine quality of rice, flour, fresh quality of livestock, fruit and vegetables. Preparation of food stuff should be made from approved quality of oil and spices.
30. Before submission of tender the intending tenderers may visit the site on prior intimation. They may obtain further information from the Asst. Manager (HR&A), MMHD, WBSEDCL (Mobile no. 8900795101)
31. The Contractor shall inspect as a part of the housekeeping and maintenance work, the water supply points plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboards of the room and also room air conditioners, battery to the wall clock and in the remote control of the TV set, charges in the guest house etc., and bring to the notice of the caretaker/ company’s in-charge/authorized representative in the event of any major defect/ damages of any item so that the same could be attended immediately.
32. All staff employed by the Contractor should be in proper uniform while on duty. The Contractor should supply the uniform without colour specification and pattern approved by the WBSEDCL. It would be noted by the Contractor that in any case of the workers employed by the Contractor are found to be on duty without the uniform, a penalty will be imposed suitably decided by WBSEDCL.
33. The Contractor should ensure safety of the belongings of the inmates in the Inspection Bungalow. However, in case of any untoward incident like theft or loss of any belongings/cash that takes place from the occupant’s room due to negligence on part of the worker employed by the contractor, the contractor would be liable for compensating the loss.
34. The company will provide bed linen and bath towels to the Contractor. The Contractor shall be responsible for the safety & security of all the items of furniture’s and fixtures, equipment, locks, buckets, mugs etc. The Contractor shall have to hand over all items provided to him, as indicated elsewhere, to the Company at the time of termination of the contract.
35. **Controlling Officer:** The Divisional Engineer (Elect.), MMHD, WBSEDCL, Kurseong.
36. **Supervising /Nodal Officer :**The Assistant Manager (HR&A), MMHD, WBSEDCL, Kurseong.
37. **Paying Officer:** The Assistant Manager (F&A), MMHD, WBSEDCL, Kurseong

*Sd/-*  
(Simit Subba)  
Divisional Engineer (E)  
MMHD, WBSEDCL





# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Mini- Micro Hydel Division

Administrative Building, 2<sup>nd</sup> Floor, Dowhill Road,

P.O.-Kurseong, Dist: Darjeeling, Pin- 734203.

Email id: deemmhd\_wbsedcl@yahoo.in, deemmhd@gmail.com

Ph: (0354)2344456 FAX: 0354-2344466, Mobile : +91-8900794055

Tender Notice no:- DE(E)/MMHD/HR/21-22/04

Date:-01/11/2021

## Bid Sheet

**Name of the Work:- Day-to-day Maintenance and Catering Services of LRHP Inspection Bungalow Bijanbari, Dist. Darjeeling under MMHD, WBSEDCL.**

**Period of operation 2 years (01/12/2021 to 30/11/2023)**

SI No	Description of Work	Rate Per Month
1	Day-to-day maintenance of the Inspection Bungalow 2 nos. Room (3 single bedded ) in each accommodation including drivers, & caretakers rooms, furniture, furnishing articles, bed sheets, towels, linens, curtains, crockery. Arrangement of prompt 'Attendant' service for the visitors.	<b>Quoted rate</b>
2	Daily sweeping, moping, cleaning and dusting of floors, stairs, rooms, corridor, veranda and walk way etc. and various grill, windows, doors, partitions, soft furnishing articles etc. Including the supply of brooms, mop, brush etc. Washing, cleaning and ironing of all bed sheets, bed covers and other linens.	
3	Maintenance of the Register and collection of charges from the visitors staying at the Inspection Bungalow as per Company's rate to be fixed time to time and deposit the same to cash section of MMHD, Kurseong, WBSEDCL at least once in every Month positively.	
4	Guarding of the Inspection Bungalow and maintain the safety & security of the premises.	
5	Gardening including proper floriculture in all the seasons with different reputed flowers.	
6	Day to day Catering service to the Visitors as per Menu (of approved qualities) indicated in Annexure –A (enclosed).	
7	To ensure continuous water supply including tit bit repairing of water supply line as and when required. Cleaning the drain including removal all sewage / garbage etc. once in a week.	
		<b>In Words:-</b>

The tender shall remain valid for (06) six months from the date of opening of the tender.

**The bidders are to quote rate inclusive of all taxes, duties/levies and any other incidental charges related with the work but excluding GST.**

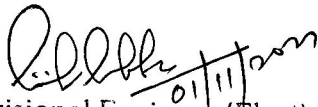
I/we am/are agreeable to carry out the work as per rate quoted above by me/us following the enclosed schedule of works and to abide by all terms and condition as stipulated in the tender document.

**Address of the contractor:-**

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**SCHEDULE OF CHARGES OF FOOD STUFF**

<b>SI No</b>	<b>Description</b>	<b>Unit</b>	<b>Rate</b>
01	Tea of Good Quality	Per Cup	5.00
02	Coffee	Per Cup	10.00
03	Omelet (Single)/ Boiled Egg	Per Plate	10.00
04	Pakora (Six Pcs.)	Per Plate	20.00
05	Biscuit (Cream Cracker/ Britannia)	Per Piece	1.50
06	Breakfast/ Tiffin (consisting of at least Bread with Butter or Pparota (4 pcs.) with Omelet/ Boiled egg. And sabjee	Per Plate	25.00
07	Standard Vegetariaian Meal with Rice/ Chappati, Dal, Salad, 2 Veg. Curry and Bhaji, papad & Acher.	Per Meal	40.00
08	Standard Non-Vegetarian Meal with Rice / Chapati, Dal, Bhaji, Sabjee, Salad and:		
	i) with egg curry (2 nos.)	Per Meal	50.00
	ii) With fish (weighin Not less than 80 grms) Curry	Per Meal	60.00
	iii) With Mutton (weighing not less than 100 grms) Curry	Per Meal	80.00
	iv) With Chicken (weighing not less than 100 grms) Curry.	Per Meal	70.00
09	Sweets as per availability	Per Piece	10.00
10	Vegetables fried rice	Per Plate	50.00
11	Cold Drinks & Mineral Water	Per Bottle	As per Market Rate

  
 Divisional Engineer (Elect)  
 Mini Micro Hydel Division  
 WBSEDCL, Kurseong